

**Our mission:** *To reaffirm and strengthen the quality of life by enhancing how Gahanna lives, works and plays as a model community that values its rich heritage and pursues high standards supported by its economic development.*

*- Dept. of Planning and Development*

## What You Will Need

To begin construction on your new single-family home, addition or alteration, you will need a building permit, zoning certificate and plan review. To obtain these items you need:

- An application for a Building Permit from the Building and Zoning Division.
- 2 copies of the site plans.
- A copy of the energy calculations for a new house or addition.
- 2 copies of any drawings or plans.
- Where there are pre-engineered trusses, please submit truss drawings bearing a State of Ohio professional engineer's or architect's seal.
- Pay any fees at the time the permit is issued.

## Questions

If you have any questions or need assistance in meeting procedural requirements, or in preparing any applications, please contact:

### **Building and Zoning Division:**

Phone: (614) 342-4010

Fax: (614) 342-4100

### **Water and Sewer Division:**

Phone: (614) 342-4440

Fax: (614) 342-4100

### **Engineering Division:**

Phone: (614) 614-4050

Please visit our website at  
[www.gahanna.gov/building](http://www.gahanna.gov/building) for more information.



CITY OF GAHANNA

Department of Planning and Development  
200 South Hamilton Road  
Gahanna, Ohio 43230

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CITY OF GAHANNA  
DEPARTMENT OF PLANNING & DEVELOPMENT

## A resource to **Building & Remodeling** your **Single-Family Home**



**Live • Work • Play**

## Fees

### **New Single Family Permit:** \$1,670.50

Includes: Building Permit, Zoning Certificate, Sidewalk and Standard 18' Drive Way Permits, Certificate of Occupancy, Certified House Number and Park Fee. Separate electric, plumbing, gas piping and HVAC permits are required. Fees will vary depending on the type of equipment installed.

Water and Sewer is needed on a typical subdivision lot. Contact the Water & Sewer Division for fees.

**Additions:** Please see fee schedule on our website at [www.gahanna.gov](http://www.gahanna.gov) (Example: \$212.00 for a 500 s.f. addition)

**Alterations:** Please see fee schedule on our website at [www.gahanna.gov](http://www.gahanna.gov) (Example: \$201.90 for a \$10,000 alteration)

**Note:** Fees apply to one, two, and three family dwellings and are subject to change.

## Getting Started

**Step 1:** Obtain and complete a Building Permit application. Include the parcel number and estimated cost of the

project, excluding the lot. Return the application and two sets of plans with two copies of the site plan to the Building and Zoning Division.

**Step 2:** Plans submitted will be reviewed by a certified Plans Examiner. You will be notified by phone within 30 days if the plans are approved. If corrections are necessary, you may need to resubmit two additional sets of plans with changes to the Building and Zoning Division. In that instance, the same review process will be followed.

Once reviewed, one set of plans will be returned to the applicant and the other will be filed with the City. Any plans resubmitted will extend the time necessary to obtain a permit.

**Step 3:** Contact the Water and Sewer Division for a tap location. Water and sewer fees vary and are paid when the permit is issued (applies only to new water and sewer taps).

**Step 4:** Pick up your approved plans and building permit. All permit fees need to be paid at this time.

**Step 5:** For a new home, addition or alteration, several inspections may be required. A list of these will be provided to you upon request. Please schedule an inspection at least 24 hours in advance with the Building and Zoning Division.

**Step 6:** Provide a completed sub-contractors form at the time of final inspection. For a new house, you are also required to provide the Building and Zoning Division with an as-built plot and grading plan prepared by a registered surveyor or engineer, showing lot dimensions and the location of buildings. Please provide a certified block or first floor elevation at time of final inspection.

Improvements shall be shown to an accuracy of one-tenth of a foot with proposed and actual elevations being shown at corners of the lot and buildings. The drawing shall contain a certification that grades comply with the approved master grading plan for the area. The perimeter of lots often contain drainage swales that allow for stormwater runoff. The grade and integrity of these swales must be maintained and kept clear of obstructions (including, but not limited to fences, structures, and/or fill material).

The final plot plan must also show water valves, sanitary sewer manholes, and any other utility easements on the property. Markers must clearly delineate property lines. Permanent metal lot pins should be set at lot corners.

**Step 7:** Certificate of Occupancy will be issued. All certificates are issued by the Building and Zoning Division.